



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
7700 ARLINGTON BOULEVARD
FALLS CHURCH, VA 22042

Canc: Dec 15
IN REPLY REFER TO
BUMEDNOTE 1616
BUMED-M09B
SEP 24 2015

BUMED NOTICE 1616

From: Chief, Bureau of Medicine and Surgery

Subj: FIRST CLASS PETTY OFFICER PERIODIC PERFORMANCE EVALUATIONS FOR
THE PERIOD ENDING 15 NOVEMBER 2015

Ref: (a) BUPERSINST 1610.10D

Encl: (1) First Class Petty Officers Report Timeline
(2) First Class Petty Officers Matrix
(3) Special Instructions for Completing NAVPERS 1610/2

1. Purpose. To announce the First Class Petty Officers (PO1) cycle for all assigned to the Bureau of Medicine and Surgery (BUMED), Headquarters (HQ). All Periodic PO1 Evaluations (EVALs) have an ending date of 15 November 2015. Enclosures (1) through (3) are provided to assist in the accurate and timely completion of all reports.

2. Action. In order for the reporting senior to ensure accuracy of the reports, each draft report submission shall include a copy of the member's most recent report, last four years of Physical Fitness Assessments (PFA) from the Physical Readiness Information Management System, and an individual input sheet. A sample individual input sheet is contained in reference (a), exhibit 17-1. Enclosure (3) provides special instructions for completing the NAVPERS 1616/26, Evaluation & Counseling Record (E1-E6).

3. Responsibilities

a. Deputy Director's

(1) Comply with the timelines delineated in enclosure (1).

(2) Review enclosure (2) for accuracy and notify M09B11 of errors, changes, or updates no later than 9 October 2015.

(3) Provide draft reports to the Command Master Chief (CMC) no later than 14 October 2015.

(4) Coordinate with the Code Senior Enlisted for member report debrief. Note: 2 copies of each report will be provided for member's signature. Reports containing the reporting

senior's social security number in block 27 shall be returned to M09B11 after report is signed. Members retain the report containing "000-00-000" in block 27 for their records.

(5) Provide M09B11 with signed report per enclosure (1) (regardless if member has been debriefed). Per reference (a), reports are not to be held waiting for a member to sign. If member is not available to sign (i.e. leave, TAD, etc.), then M09B11 will type "Certified, Copy Provided" in the member's signature block.

b. CMC

- (1) Review all draft reports for accuracy.
- (2) Conduct PO1 ranking boards as necessary.
- (3) Coordinate with Chief of Staff for final PO1 rankings.
- (4) Coordinate with Code Senior Enlisted for member debriefs.

c. M09B11


- (1) Comply with the timelines delineated in enclosure (1).
- (2) Provide PO1 Matrix for Deputy Director's review.
- (3) Provide assistance when requested.
- (4) Ensure all report summary groups are compliant with reference (a).
- (5) Make command and reporting senior copies of signed reports.
- (6) Track and mail all PO1 reports.

4. M09B11 Point of Contacts: LT Amanda Gardner, 681-9042 and YNC Kevin Mahoney, 681-6074.

5. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV M-5210.1 of January 2012.

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6. Form. NAVPERS 1616/26 (Rev. 08-10), Evaluation & Counseling Record (E1-E6), is available electronically at: <http://www.npc.navy.mil/ReferenceLibrary/Forms/NAVPERS/>.



A. M. DIGGS
Chief of Staff

Distribution is electronic only via the Navy Medicine Web site at:
<http://www.med.navy.mil/directives/Pages/BUMEDHQNotes.aspx>

First Class Petty Officers Report Timeline

<u>Date</u>	<u>COG</u>	<u>Event</u>
TBD	M09B11	Release PO1 POA&M
TBD	M09B11	Release draft matrix
TBD	All Codes	Review draft matrix for accuracy
TBD	All Codes	Provide M09B11 with all matrix updates
TBD	M09B11	Finalize matrix
TBD	M09B11	Provide Final matrix to Deputy Directors, COS and CMC
13 Oct	All Codes	Provide CMC with all PO1 draft reports
14 Oct	CMC	Ranking Board conducted
4-13 Nov	CMC/M09B11	Process reports
16-18 Nov	All Codes	Debrief reports
19 Nov	All Codes	Deliver debriefed reports to M09B11
20 Nov	All Codes	Make reporting senior and command copies of reports
23 Nov	M09B11	Mail reports to PERS-32

SPECIAL INSTRUCTIONS FOR COMPLETING NAVPERS 1610/2

EVALs shall be prepared per BUPERSINST 1610.10D to include the information below:

Block 7: BUMED FALLS CHURCH or APPROPRIATE DETACHMENT

Block 15: 15NOV15

Block 17: REGULAR

Block 20: Enter one letter code for each official PFA completed during the reporting period.

Block 21: "NA" for most. "Approved" if approved for retirement

Block 22: DIGGS, A M

Block 24: 2900

Block 26: 00018

Block 28: Implement CNO responsibilities for provision of centralized, coordinated policy development, guidance, and professional advice on health care programs for DON; and oversee direct and indirect systems for providing health care to all beneficiaries.

Block 29: Primary/Collateral/Watchstanding duties. Each should be specifically marked as appropriate with the number of months performed following the entry. Example: PRI: Leading Petty Officer, Plans and Policy-12. COLL: Mbr, MPT&E Working Grp-3; Mbr, Awards Board-6, WATCH: CDO-12. Additionally, PCS leave and transit dates should be accounted for in this block as well. Example: LV/TT: 15AUG02-15AUG21, PFA: Document specific PFA cycle(s) reported in block 20 utilizing the following format: PFA: 15-1/15-2.

Block 30: Date Counseled. Enter the date counseling was performed. If "NOT PERF" enter a brief explanation in block 31. If counseling was not performed because the counseling date did not fall within the reporting period enter "NOT REQ."

Block 31: Name of Counselor (if counseled) (i.e.: NAVY, I M).

Blank (if block 30 is "NOT REQ").

Explanation (if block 30 is "NOT PERF").

Block 32: Must contain signature of individual counseled.

Block 43: Must contain an entry if an observed report.

Must be blank if Not Observed Performance Evaluation.

Block 48: CHIEF OF STAFF

BUMED

7700 ARLINGTON BLVD

FALLS CHURCH, VA 22042-5117